



EMPLOYMENT OPPORTUNITY

Job Title:	Finance Clerk / Asset Management
Position Type:	Contract Position (12-Month)
Department:	Finance
Reports to:	Asset & Procurement Manager
Hours per Week:	35 hours per week
Salary Range:	\$63,028 - \$70,939 (Pay Band 5)
Application Due Date:	March 10, 2025 at 4:30pm (ET)

Position Summary

Reporting to the Asset & Procurement Manager, the Financial Clerk / Asset Management position is a key position within the Township's finance team and broader asset management program. In addition to administrative duties that support the finance department in achieving core deliverables, the Finance Clerk / Asset Management oversees the input, analysis and database management of the Township's Work Order Management System.

The Finance Clerk / Asset Management is expected to communicate, maintain relationships and cooperate with a diverse set of individuals throughout various departments and divisions to support the Township's holistic culture of asset management.

Duties and Responsibilities

- **Asset and Workorder Management**
 - a. Maintain and update work order, route patrol and service request records within the Township's centralized asset management platform (CityWide)
 - b. Works collaboratively with front-line operations staff and supervisors to ensure accuracy of working records for asset management and payroll processing needs
 - c. Allocates staff hours to specific assets and track costs associated with operations and maintenance
 - d. Monitors and reports on level of service metrics, ensure compliance with internal and legislative standards
 - e. Assists the Asset & Procurement Manager with maintaining accuracy within the Township's asset management inventory and updates asset information as directed



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- f. Participates on the Asset Management Working Group (AMWG), supporting the AMWG in achieving their mandate as part of the Township's
 - g. Supports the Township in maintaining compliance with O. Reg 588/17
- **Customer Service Support**
 - a. Back-up to the Administrative Assistant providing high-quality, front-line customer service to the public.
 - b. Provides information, as appropriate, or refers customers to the appropriate departmental staff for further assistance, utilizing a wide general knowledge of departmental and municipal activities
 - c. Back-up for processing cash receipting
- **Administration and Finance Support**
 - a. Assist the Finance department in gathering information to support the development of the annual municipal budget, long-term capital forecast and year end financial reporting.
 - b. Assists the Finance Clerk / Payroll position in the processing of bi-weekly payroll, including the input and review of employee timesheets into the ADP Payroll System
- Performs other related duties that are assigned by the Asset & Procurement Manager

Education and Experience

- A minimum of one (1) year experience in municipal asset/infrastructure management such as related to Building Facilities, Parks and Playgrounds, Fleet, Roads, Water and Sewer system.
 - Familiarity with work order management systems and asset tracking software.
 - Completion of formal asset management training would be an asset, however not required.
 - Strong customer service and interpersonal skills.
 - Proficient with Microsoft Office
 - Must possess a valid "G" driver's licence in good standing.
 - Specialized Knowledge/Skill Requirements:
 - Strong work ethic and desire to grow within municipal workforce
 - Highly developed organizational and analytical skills
 - Good communication skills
 - Team Player
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HOW TO APPLY:

Applications, including a resume and cover letter can be submitted via email to pkelly@mapleton.ca on or before March 10, 2025 at 4:30pm (ET).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact lwheeler@mapleton.ca.